

[SAMPLE FORMAT AND CONTENT]

MEMORANDUM OF UNDERSTANDING

All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final MOU.

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency i.e. non-profit Community Violence Intervention and Prevention provider.*

A. Purpose. *State the purpose of the MOU. Include statements that explain how the MOU benefits the Applicant's program and/or enhances the collaborative relationship.*

B. Roles and Responsibilities. *Clearly describe and delineate the agreed upon roles and responsibilities each organization will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outcomes. This may be time commitment, in-kind contributions and could include but is not limited to the following: training, workspace, volunteer hours.*

Organization A agrees to:

Responsibility/Activity	Responsible Staff

Organization B agrees to:

Responsibility/Activity	Responsible Staff

C. Reporting Requirements. *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*

D. Timeframe. *Clearly state the time period that this MOU will be in effect.*

This MOU will commence on _____ and will dissolve at the end of the funding period on _____.

E. The applicant accepts full responsibility for the performance of the collaborative organizations/agencies. **(REQUIRED)**

This Memorandum of Understanding is the complete agreement between _____ and _____ and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the applicant and include title and applicant name.

<u>AGENCY A</u>	
Authorized Official:	_____
	Printed Name and Title

	Signature
Address:	_____
Telephone(s):	_____
E-Mail Address:	_____
<u>AGENCY B</u>	
Authorized Official:	_____
	Printed Name and Title

	Signature
Address:	_____
Telephone(s):	_____
E-Mail Address:	_____

***This form is included for your reference
and is not intended for use***